

# Local Records Retention Schedules

Missouri Revised Statutes Chapter 109 (Public and Business Records) Section 255 authorizes the Local Records Board to establish minimum retention periods for the administrative, fiscal and legal records created by local governments.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules.

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August 2008

## County Clerk - Education Records Retention Schedule

See also the [General Records Retention Schedule](#).

### Using this Records Retention Schedule

Everyday local government offices throughout Missouri produce records that document the rights of citizens, the actions of the government that serves them and the history of the community in which they live. It is the responsibility of local government to effectively maintain and manage these records and to ensure the continued preservation of those records of essential evidence that have enduring and permanent value.

The introduction to this retention schedule provides local government officials with basic information on records and the application of retention schedules.

### What is a Record?

A "**record**" is defined as any "document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business" (109.210(5) RSMo). This definition includes those records created, used and maintained in electronic form.

### Non-Records

Even though records include a broad spectrum of recorded information, not all recorded information is a record. According to Section 109.210(5) RSMo, the following are not records: "...Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records..."

Other examples of non-records include the following materials:

- Identical copies of documents maintained in the same file.
- Extra copies of printed or processed materials (official copies of which are retained by the office of record).
- Superseded manuals and other directives (maintained outside the office of record).
- Materials documenting employee fringe activities (blood donors, charitable funds, social and professional meetings, etc.)
- Work papers and drafts of reports or correspondence. Transcribed stenographic materials.
- Blank forms.

- Materials received from other activities that require no action (official copies of which are retained by the office of record).
- Catalogs, trade journals and other publications or papers received from government agencies, commercial firms or private institutions that require no action and are not part of an action case record.

Non-records do not require retention scheduling or destruction authorization or reporting. To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy non-records immediately after needs have been satisfied. Avoid filing non-record material with records.

### **The Value of Local Government Records**

Some records, because of their enduring administrative, fiscal, legal or historical value, should be permanently retained. These records require that special care and consideration be given to their storage conditions and the feasibility of preservation microfilming. Examples of permanent records include year-end reports; minutes; property records such as deeds; and birth, death and marriage records.

Most records do not have values that warrant their permanent preservation. Those records with short-term value should, upon reaching end of the retention period, be destroyed.

### **Statutory Authority for Establishing Records Retention Requirements**

In 1965, the Missouri General Assembly established a State Records Commission to approve retentions for records produced by state agencies. In 1972, Missouri's Business and Public Records Law (Chapter 109) was expanded to include local government. Thus, the Missouri Local Records Board was established to set retention times for local government records. The 16-member board, chaired by the Secretary of State, consists of local government officials from all classes of counties and cities, elementary and secondary education, higher education and a person active in historical society groups.

Supplemental to the Local Records Board, the Records Management and Archives Service of the Secretary of State's office provides assistance to local governments and implements board policy.

### **Application of the Records Retention Schedule**

This schedule establishes minimum retention periods and authorizes dispositions for many of the administrative, fiscal and legal records common to most local governments. Retention periods are based upon federal and state mandates, record surveys, business needs, and general knowledge as to how long records should be kept. Using the schedule as a guide and without seeking further approval from the Local Records Board, any local government may regularly dispose of any of its records that appear on this schedule. The schedule is subject to the following exceptions and limitations:

- A. Local government offices may retain any of their records beyond the retention periods set by the schedule, as they deem necessary. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so. Unnecessary retention of records can be expensive in space and filing equipment and may expose the office to costly litigation and discovery requirements.
- B. This schedule does not relieve local governments of retention requirements mandated by other state and federal statutes and regulations. When such an obligation does exist, then the longer retention period takes precedence.
- C. This schedule generally reflects audit requirements in its prescribed retention periods, but audits are not always completed in a timely fashion. Therefore, any record required for an

audit must be retained until completion of that audit, regardless of its stated retention period in the schedule.

- D. This schedule does not authorize destruction of records that could be deemed relevant to current or pending litigation.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules. All schedules are available on the Secretary of State's website at

<http://www.sos.mo.gov/archives/localrecs/schedules>

### **Destruction of Records**

The records classification and retention periods in this manual constitute legal authority for retention and disposal of official records. No records can be destroyed until they meet the minimum retention period listed in this manual. In cases where there is no schedule for a particular record series, the Local Records Board must grant permission for the destruction.

The disposition of records should be recorded in a document such as the minutes of the city council or other legally constituted authority that has permanent record status. The record should include the description and quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which destruction was accomplished.

The retention schedule does not prescribe the method of destruction (shredding, burning, landfills, etc.), however, record series with a disposition of *Destroy securely* contain confidential data. These records should be destroyed under the supervision of a competent person(s) designated (or appointed) to ensure that no records fall into unauthorized hands and that the data cannot be reconstructed.

### **Preservation of Permanent Records**

A fundamental, yet often neglected obligation of local government is to care for its permanent records-in this case, some of the records that it generates and receives. The records that have been identified as permanent require special handling and storage if they are to be preserved. The continuous interaction between a record's medium-paper, magnetic tape, film, etc. -and the quality of the environment in which it is kept-temperature, humidity, light, and air-determines the severity and rate of its deterioration.

By microfilming older, deteriorating, but permanently valuable records, local governments can generate durable copies for research and prevent further damage or deterioration of the original. When filmed, processed, and maintained to archival specifications, the master negative will ensure that permanently valuable records are preserved for generations to come.

*The Missouri Local Records Grant program can provide financial assistance in the form of grants-in-aid to supplement local funds for preservation initiatives, such as archival supplies, shelving and preservation microfilming.*

### **A Note about Electronic Records**

Permanent records existing solely in electronic form are in danger of becoming inaccessible through media decay and hardware/software obsolescence. Periodic migration and transfer of permanent records to stable preservation media, such as microfilm, should be considered as a best practice for local government to fulfill its statutory responsibility to maintain permanent records.

### **A Note about Retention Periods**

This schedule provides minimum retentions. Local authorities may choose to keep a particular series or record for a longer period of time. It should be kept in mind, however, that a record kept beyond its listed retention must be made available for inspection upon request.

**Retention Definitions:**

**COA=Completion of Audit.** Note that COA is coupled with a lot of 5-year entries to help encourage regular audits. Not all jurisdictions are required to have audits by statute. Audits for some municipalities are governed by the level of federal financing for bonds and public improvements, and thus are governed by federal retentions. Most municipalities are governed by their local authority (alderman, council, mayor, etc.) for auditing policy. Local jurisdictions may consult RSMo 29 to review the State Auditor's chapter for petition audits (see RSMo 250 for large capital projects such as bonds for water and sewer). For general auditing explanations and advice we recommend that clerks contact the State Auditor's office at 573.751.4213.

**DCA=Destroy in Current Area/Reference.** Series with these retentions are considered "reference" records and may be destroyed when they are no longer of use.

**Modifications and Additions**

Because records reflect activities that are constantly changing, the retention requirements for them sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective. Furthermore, because local governments are so large, it is impractical to consult with every office regarding specific schedule entries. There may be some retention periods and disposition requirements within this schedule that fail to account for all relevant factors and there may be some important record series not addressed here which need to be added. The Local Records Program welcomes all comments and suggestions concerned with improvement of record retention schedules through modifications and additions.

**For further information on any records management or preservation issue, please contact:**

Missouri Secretary of State  
Local Records Preservation Program  
PO Box 1747, Jefferson City, MO 65101-1747  
Telephone: (573) 751-9047  
Fax: (573) 526-3867

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## County Clerk – Education Records Retention Schedule

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See also the [General Records Retention Schedule](#).

**Current Records – Records currently generated and submitted to the Department of Elementary and Secondary Education (DESE). Review the “Historic Records” section below for older/obsolete record series.**

<b>004.EDU 017</b>	<b>Annual Report of the County Clerk to the State Board of Education</b>
<i>Also Called:</i>	Fiscal Annual Report
<i>Function:</i>	Report of the assessed valuation and distribution of revenue for the tax year for each school district in the county.
<i>Content:</i>	Yearly report shows assessed valuation and distribution of revenue for the school district.
<i>Minimum Retention:</i>	Completion of Audit
<i>Disposition:</i>	Destroy
<i>Note:</i>	
<i>Approval Date:</i>	August 24, 2006
<b>004.EDU 018</b>	<b>Certification of Property Tax Rates</b>
<i>Also Called:</i>	Pro Forma Tax Rate Summary and Certification; Railroad and Utilities School Apportionment; Tangible Personal Property Tax Report
<i>Function:</i>	Certification of tax rate by state auditor for tax collection purposes. Based on information submitted by the taxing authority and local school district in compliance with RSMo 137.073.6 designating the school district tax rate.
<i>Content:</i>	May include: Certification Letter from State Auditor; Pro Forma Tax Rate Summary; School District Certification; County Clerk Certification; Form A Computation of Reassessment (in compliance with Article X, Sections 22 and 137.073); State Auditor's Calculation and any revisions made by political subdivision; district names and monetary amount devoted to each fund within that district; date; county clerk signature; tangible personal property tax distribution; merchants and manufacturers valuation and tax
<i>Minimum Retention:</i>	5 Years
<i>Disposition:</i>	Destroy
<i>Note:</i>	Formerly, the county clerk distributed the money among the districts. Effective in 2000, railroads now report directly to the Department of Revenue, who then distributes the money from the County Private Car Tax back to the counties.
<i>Approval Date:</i>	August 24, 2006
<b>004.EDU 019</b>	<b>Estimate of Required Local Taxes</b>
<i>Also Called:</i>	DESE Form 3--660-160
<i>Function:</i>	Detailing the local taxes required to operate the district for the coming school year. Completed by school board and submitted to the county clerk in compliance with RSMO 164.011.
<i>Content:</i>	May include: county clerk name; county; district number; district name; mailing address; certification signatures; date; assessed valuation; term dates; length of school term; tax rate by fund (adjusted/unadjusted levy); estimated revenue from Merchant and Manufacturer Surcharge Tax; and estimated revenue from State Assessed Railroad and
<i>Minimum Retention:</i>	Completion of Audit
<i>Disposition:</i>	Destroy Securely
<i>Note:</i>	
<i>Approval Date:</i>	August 24, 2006

**004.EDU 020**

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Membership Apportionment Data Report**

DESE Form SA009; Membership Count of School Districts Within County  
Report from DESE School Finance Section to the county clerk detailing district membership data to be used in the apportionment of fines, forfeitures, escheats, and the distribution of the Railroads and Utilities Tax.

May include: school district name and code number within the county; information used for apportionment of tax revenue derived from state assessed railroads and utilities (including monthly membership amounts and county total).

Completion of Audit

Destroy

August 24, 2006

## Historic Records – Obsolete record series.

### 004.EDU 001

#### Annual Report of County Superintendent to the State Board of Education

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

Annual Report of County Superintendent to the State Superintendent of Public Schools  
Aggregate information about all rural and high schools in the county for state statistical purposes.

Information includes: the school year; pupil data broken down into rural, elementary, and high schools; total enrollments for all divisions; transportation statistics; graduate statistics; district data for term and teachers; teacher education and experience; number of buildings; financial data; date; and county superintendent signature.

Permanent

Archive. Microfilm for preservation.

Excellent summary of county school data for each year.

August 24, 2006

### 004.EDU 002

#### Application and School Funds Loaned Records

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

Application For School Funds Loaned; Register of School Funds Loaned; Sale of School Lands Register; School Fund Bond; School Fund Mortgage

Record of the county clerk tracking the sale of designated county lands for the benefit of school funds, and funds loaned for that purpose.

May include: school year; legal description of the land; school district name; name of buyer; school board minutes; county court minutes; county court orders; land owner lists with legal descriptions; appointments of school inspectors; school district divisions and consolidation records; record of bonds/loans kept by the county clerk, including loan amount, repayment schedule, interest rate, penalties, default, and legal description of

Retain Register of School Funds Loaned and Sale of School Land Register permanently if not available in Recorder's office; all other records are approved for immediate

Permanent records: Archive. Other records: Destroy.

School funds loaned records are also usually referred to in the County Court Commission Records.

August 24, 2006

### 004.EDU 003

#### Contracts, School District Operations

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

Transportation Contract

Contract between school districts to guarantee transportation of students between school districts.

May include: date; district name and number; number of students to be transported; commencement date; fee per pupil; certification signatures; student name; tuition; and fee totals.

Approved for immediate destruction

Destroy

August 24, 2006

## 004.EDU 004

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

## Contracts, Teachers and Personnel

Teacher's Contract

Contract between school district and teacher detailing responsibilities, requirements, and term length.

Information includes: date; teacher's name; district name; county; agreement of teacher to work for a specified salary and term; salary schedule; and certification signatures.

Approved for immediate destruction

Destroy

August 24, 2006

## 004.EDU 005

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

## Enumeration Records

Form CD/62, Form 5, and Form R-1, FCC/7; School Enumeration Record and Apportionments; Public School Enumeration Report of the County Clerk to the State Commissioner of Education; Annual School Enumeration Record; Enumeration List Report of the district clerk or school board president to county clerk and county superintendent to be forwarded to the state superintendent of schools providing an aggregate total of students in the district. Used for division and distribution of local school tax monies.

May include: district name; number; county; total of pupils in each township/county covered by district; enumeration of students based on specific criteria; date; parent/guardian name and address; student name, sex, race, date of birth, age when enumeration taken; certification signatures.

Permanent

Archive. Microfilm for preservation.

August 24, 2006

## 004.EDU 006

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

## Estimates, Application, and Apportionment Records by County Superintendent, Board of Education, and County Clerk

Additional information related to the Application for State School Money; Application for State School Money, High Schools; Application for State School Money, Three Director Boards; Application for State School Money, Pupil and Personnel Data; Application for State School Money; Estimate of Money needed for Maintaining Public Schools; Apportionment of Public School Funds; County Clerk's Report of Applications for Equalization Quota or Teacher and Attendance Quota; Revised Department of Education Fund Apportionment Book; Rural Schools Application for State School Money; Supplementary to the County Clerk's Report of Applications for State School Money for High School or Rural Districts; Worksheets for Estimates; Application for General Assistance for Education of Children from Low Income Families; Application for State Aid to Orphans

Statistical information derived by school district and county-wide data used for the application, estimates, and distribution of state school money. Includes reorganization and annexation information regarding school districts.

May include: district name, number and address; certification signatures; resident/non-resident pupil enumeration and attendance data; assessed valuation; fund revenue; total aid received by the school; tax levy information; teacher employment data (number employed, attendance, number of certified teachers, pupil teacher ratio, teacher race information); annexation and consolidation information including election results; reorganization data including date of election; school building information; number of school rooms provided; transportation data; equalization quotas; tax rate information (tax levy election data, disbursements and receipts); estimate and purpose of operating funds needed; specified apportionment and corrections to payments.

Review for historical value. Retain permanently school census data not available elsewhere. Other records are approved for immediate destruction.

Permanent records: Archive. Other records: Destroy.

August 24, 2006



## **004.EDU 007**

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

## **Examination, Certification, and Training Records for District Personnel**

Certificate of Grades; Elementary Teacher Printout; Missouri Teacher Certificate Application; Report of Teacher's Examination Results; Report of Teachers' Summer School Grades; School Bus Driver's Physical Examination Certificate; State of Missouri Public School Certificates; Teacher Examination; Report of Names and Serial Numbers of Applicants; Teacher Directory; Teacher Examination List/Record; Teacher Training Report; Missouri Uniform Examination Results; Teacher's Health Certificate

Documentation of certification, qualification, and continuing education of district employees. Used by administration to evaluate credentials of applicants.

May include: district number; employee/examinee name, address, sex, race, age, height, weight, physical condition, nationality, annual salary, institution attended, college credit semester hours, subject lists, grades, highest degree held, type of certificate held (superintendent, principal, high school, elementary, state school, county), certificates applied for, work experience, years of experience; employment and reference information including association membership; examination results including test date, teaching ability, management, and subject aptitudes; certification date and status.

If duplicated under EDU 011--Destroy in current area; If serves as only copy--Permanent Permanent records: Archive. Other records: Destroy securely.

Records of personnel employed at the time of consolidation would be included in the school district records.

August 20, 2008

## **004.EDU 008**

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

## **Public School Retirement Records**

Annual Report of Contributions For School Year, Form PSR6AR; Employee Report for School Year, Year End Totals, Form 6M and 6R; Membership Record for Public School Retirement System, Form 1; Payroll and Contribution Report Form 5Q and 5S; Public School Retirement System of Missouri, Form PSR5; Transmittal of Contributions Reports to county superintendent, board of trustees, and public school retirement system executive secretary listing school district employees for each year. Used to track employee status and qualifications for retirement.

May include: school district name; number; membership number; employee name; annual salary; number of monthly payments; salary changes; total months of service rendered; last employment in Missouri (by district, county, and year); certification; employee signature; termination date; absences; sick leave; name changes; and Approved for immediate destruction

Destroy securely

August 24, 2006

## 004.EDU 009

### Reports Generated By School, County Clerk, County Treasurer or County Superintendent

*Also Called:*

Annual Report of County Clerk to State Board of Education (non-current); Annual Report of Superintendent of Schools for Districts Having High Schools; Annual Report of Trustees to the County Commissioners; Annual Secretary of the Board Report; Annual Transportation Report; Application for Classification and Annual Report to the State Board of Education; Preliminary Classification Report; Preliminary Report of Rural Schools; Preliminary Report of Approved Apportionments for Rural Districts with Low Average Attendance; Record of Enumeration, Valuation, Levy and Apportionment of District School Funds [no student names]; Reorganized Districts Annual Transportation Report; Report (Annual) of District Clerk to County Superintendent; Report of Approval for Transportation of Resident Pupils by Common School Districts; Report of the District Clerk to County Superintendent and State Board of Education, Common District; Report of the District Clerk to County Superintendent, Common School Districts; District Clerk Report of Budgets and Financial Data; Report of the District Clerk to the County Clerk; Report of the Secretary of Board to County and State Superintendent for High School Districts; Report of the Secretary of Board to County Superintendent and State Board of Education; Report of Township Clerk to the County Clerk; Rural School Districts Teachers' Monthly Report to District Clerk; Rural School Report of District Clerk to County Superintendent; Statement of the County Treasurer Report to the District Clerk; Summary of County Superintendent's Annual Report to State Board of Education; Superintendent's Term Report to Secretary of Board of Education and County Superintendent; Supplement to Annual Transportation Report; Three Director or Common School District; Annual Report of County Superintendent on Budget and Financial Data; County Superintendent Report to State Superintendent of Public Schools; First and Second Semester Examination Report of Pupils in Classes; High School District Superintendent Term Report to Secretary of School Board and County Superintendent; School District Annual Reports; District Clerk Report to County Commission; Report of Non-Resident Pupils (Form FC/02); Report of Non-Resident Pupils Transported (Form CD-67a); Report of Supervisor - Elementary Schools (Form C-12); Term Report of Enrollment, Transportation, Attendance, and Personnel Data (Form D-41); Title I Evaluation Report; Title II Project Reports and Evaluation Data

*Function:* Duplicate reports to various state and local officials, generated for the distribution of state funds and containing aggregate information about rural and high schools to be used for state statistical purposes.

*Content:*

May include: statistical information about rural and high school districts; total number of districts; district numbers; dates of operation; tax levy information including valuation and distribution from personal, real estate, merchant and utility taxes; financial data including disbursements and receipts; enumeration data including number of students per grade; aggregate totals of students for grade school, high school, and graduates; student sex and race; number of deaf, dumb and blind students; resident and non-resident data; enrollment data; transportation reports including statistics for riders, driver certifications license number, costs, state aid, and route mileage; teacher data including number of certified teachers, education and experience, salary, name, and address; school building and grounds including building inventory, improvements, supplies, and equipment; textbook fund data; library data including number of volumes held and financial information regarding the purchase of library materials; tax information including valuation, disbursements, projections, and actual receipts; financial statements showing long and short term debts; student health, safety, and sanitation data; curriculum and classification agreements; syllabus of classes, textbooks used, pages covered, daily program including time spent on subject; tax collections by fund and disbursements; eighth grade graduate statistics; school employee totals; signatures by official of origin.

*Minimum Retention:*

Pre-1925, evaluate for historical significance/permanent; Post-1925, destroy in current Permanent records: Archive. Other records: Destroy.

*Disposition:*

*Note:*

These reports are statistical only and do not include student names or grades. When reviewing reports, make sure enumeration report does not include personal student information, which is a permanent record in the Enumeration series.

*Approval Date:*

August 20, 2008

## **004.EDU 010**

### **Rosters (Student Enrollment, Graduates, Personnel, School Board Members)**

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

Roster; Teachers Roster; Teachers Directory; Employees for School Year (Form 6R)

List of names of students, graduates, personnel, or school board members.

List, dated by school term, of names of students, personnel, or school board members. May include address and/or telephone number.

Permanent

Archive

August 24, 2006

## **004.EDU 011**

### **School District Information Records**

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

Ash System of Records for County Superintendent and Teachers; Attendance and Scholarship Record; Board of Education and Institute Minutes; County School Board Minutes; Daily and Classification School Register; Daily Register, Red Line Series; District Boundaries; District Clerk Record Book; District Plats; District Record for the Use of Directors; Grade Book; Harvey's District School Register; Hobart's District Clerk's Record; Laurel Register of Attendance, Scholarship, and Classification; Missouri County School Census Card; Missouri District Clerk's Record; Missouri School Register; Model District Clerk's Record; Model District Clerk's Record for Missouri; Model Rural School Register; Model School Register; Model School Register and Grade Book; Record of Grades; Record of Grades and Attendance; Records of School District; School Trustee Report; Standard Elementary School Register; Standard School District Record; Standard School Register; Teacher's Daily Register, Red Line Series; Teacher's Register; Teacher's Reports to County Superintendent; Visiting Record, School Superintendent; Welch System Missouri District Clerk's Record; Welch System of Attendance; Welch System of Close Supervision; Welch's System for Attendance, Classification, Graduation, and Close Supervision; White's New Common School Register; White's New School Register; Annual School Meeting Report

Bound volumes detailing the status of the school district through daily, monthly, quarterly, and year-end reports prepared by the teacher(s) and district clerk over the course of the school year. Reports concern students, building structure, financial information, and board activities.

May include: board member names; meeting date; business; institute dates; permanent student record of grades and attendance; student name, date of birth, test scores, final grades, department and promotion; text books supplied and read; teacher contracts and certifications; school district inventories of property and supplies; budget; warrant stubs; tax information including valuation; district plat; enumerations; school term dates; number of students enrolled; register of visitors.

Permanent

Archive

August 24, 2006

## 004.EDU 012

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

## School Fund Accounts

County Clerk in Account with School Funds; County Superintendent Record of Teacher's Examination Funds; School Fund Report; School Ledger; Treasurer in Account with School Funds

Ledgers kept by the county clerk and county treasurer detailing transaction of school May include: school district name and number; valuation; total rate; tax rate; receipt information, including date and from whom collected; charges against treasurer; voucher/warrant number; amounts allocated and fund designation (teacher, incidental, building, sinking, interest, and free text book funds).

Approved for immediate destruction

Destroy Securely

School funds loaned records are also usually referred to in the County Court Commission Records.

August 24, 2006

## 004.EDU 013

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

## Student Transcripts, Grades and Records

Certificate of Age or Employment of Minors, 16 and Over; Certificate of High School Credit; County Report of Total Number of Pupils' State Reading Circle Certificates Issued; County Superintendent Certification of Registration Record; County Superintendent Certificates, Registration Record, Renewal Information Sheets; Daily Attendance Record; Family Census Record; Henmon-Nelson Test of Mental Ability; High School Tuition Report; Missouri Department of Health Examination Record of School Children; Orleans Prognosis Tests; Permanent Record Card; Pupil Data Card; Pupil Data Card Cumulative; Pupil Data, Final High School Record; Pupil Data Summary For Daily Attendance, Term Attendance and Promotional Record; Report of Pupil Assignment; Special Census of Handicapped Children; Stanford Achievement Test, Class Record and Class Analysis Chart; State Approved Cumulative Record; Student Test Records; Summary Report of Immunization of School Children and Names

Record of student grades, health, and attendance.

May include: student name, date of birth, place of birth; parent/guardian name, occupation, nationality, address, race; school; town; state; certification signature; date; attendance; entry/transfer dates; tardy report; absence reasons; education, including graduation history, length of recitation and laboratory periods, grades, number of class periods, subject list, reading certificate information, test scores for IQ and Math Achievement, and class rank; tuition information for nonresident students; physician, immunization and dental records; extra-curricular activities list; explanation of mental or

Retain permanently records recording student grades; retain all others 1 year.

Permanent records: Archive. Other records: Destroy.

Records recording student grades are governed by a 72 year closure.

August 24, 2006

#### **004.EDU 014**

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

#### **Teacher's Term Reports**

Teachers Yearly Report of a Class to County Superintendent; Teacher's Preliminary Report to County Superintendent of Schools; Teacher's Quarterly Report to County Superintendent; Teacher's Term Report; Teacher's First Week Report to County Superintendent; Supplement to Teacher's Quarterly Report to County Superintendent; Rural/Common School Districts Teachers Term Report to County Superintendent and District Clerk

Reports provide detailed student information for evaluation and promotion purposes. May include: school district name and number; county; teacher name and address; school board members' names; enumeration; enrollment; attendance and graduate totals; teacher certification; number of teachers employed; teacher salary schedule; teacher education, college hours, college credit, degrees held, work history, certification dates, retirement information; school term dates; transportation reports; pupil data including name, parent/guardian name, address, sex, date of birth, age, class grade, date of enrollment, attendance, subject grades, promotion and deportment remarks; list of pupils who have left the school district; lesson plans; daily program of recitations; supplementary student work; number of school buildings; value of books and school

Permanent

Archive

August 24, 2006

#### **004.EDU 015**

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

#### **Textbook and Supply Records**

Free Textbook Certificate; General Information Sheet

Records requesting or validating requests for supplies, school improvements, and textbooks.

May include: certificate of entitlement of a district's allotment of the County Foreign Insurance tax to provide free textbooks for grades 1-4, including school district name, county name, board meeting date, certificate date, names of board members, district clerk, county clerk, and superintendent; report of teacher surveying school and conditions, including meeting attendance numbers, enrollment and attendance estimates, textbook information, library conditions, reference book titles, condition of water and heating system, and school house; recommendations for textbooks and supplies to be purchased.

Approved for immediate destruction

Destroy

August 24, 2006

#### **004.EDU 016**

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

#### **Transportation Records, Inspections**

School Bus Inspection Sheet

Safety inspection record of district bus fleet.

May include: license number; school; town; superintendent's name; county; driver's name, address, chauffeurs license number, age, driving experience; length of route; bus make and model; bus condition; remarks; inspecting officer's name and date.

Approved for immediate destruction

Destroy

August 24, 2006